

## **1. NECESSITY OF TRAVEL**

Travel, by any mode, causes carbon emissions which contribute to climate change. A lot of travel is avoidable or not done by the mode with the lowest emissions. Before making a travel request, please work out whether it's necessary and, if so, how to minimize your impact on the climate.

Points to consider before traveling:

*See next page*

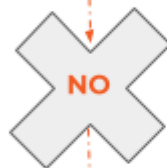
Could you attend the event without being physically present?



**Consider:**

Why are you attending the event? Are there other methods of obtaining the information which don't necessitate travelling? Could you have a virtual presence at the meeting / workshop / conference instead?

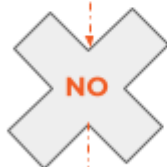
Is your destination in the country you live in?



Do you need any support from us to participate in a different format? Do any of the attendees in your field have established links that could be used for an introduction outside of the event? Are you able to download podcasts of the event or follow live streams / tweets? Have you got access to software that will allow you to take part in teleconferences?

You may be surprised how little time and money is saved by flying - you should consider how long the journey will take, including time spent at the airport waiting for the flight as well as any difference in cost before choosing your mode of travel.

Is your destination inside your continent?



For many destinations within your continent, the train is a feasible alternative to flying (especially within Europe). There are online resources that will help you to calculate the length of your journey by train and plane. Consider any difference in price and whether any colleagues have made a similar trip who can offer advice.

Is your destination outside your continent?



It is unlikely that you have any other option but to fly, however, could you combine this trip with other work-related activities - could you spend time working at another institution to maximise the benefit of this trip? Consider whether the trip is worth the impact on the climate and time out of the office.

*Perhaps you should start again!*

Please also consider any opportunities to combine necessary business travel commitments with other things to do at the destination (for example, arrange meetings with colleagues or other customers in the same place at the same time; book a holiday at the destination for after your work commitments); this is another form of minimizing travel emissions.

## **2. TRAVEL PLANNING & APPROVAL**

When planning a business trip, you and your manager should align on the reason for travel and cost of booking. Do not make any bookings until you have managerial approval.

The policies in this section apply to your journey(s) needed to reach the primary destination(s) of your journey, as well as any trips to different towns, cities or regions included in your business activities at such destinations.

### ***3.01 Manager's Responsibilities***

- Accountable and responsible for reinforcement of all travel and expense policies and procedures.
- Review and approve expense reports.
- Review monthly department's expenses for accuracy.
- Respond to all requests for travel approval within 24 hours to ensure lowest fare tickets can be secured.
- Seek leadership team approval for expenses beyond any in-limit program spending limits.
- Seek leadership team approval for all travel between continents, and all air travel involving a flight time of 6 or more hours.

### ***3.02 Employee's Responsibilities***

- Determine the need for travel and choose non-travel alternatives when possible.
- Choose the lowest impact mode of travel which is practicable for the journey.
- Use your expense platform (e.g Expensify, Airbase, Remote) to record all business travel reservations including train/flight, car, and hotel.
- Use your company issued corporate card (physical & virtual) for all approved purchases where it is accepted.
- Report travel via the travel survey form after each event, for each approved request.

### ***3.03 Bookings & Reservations***

Employees should do their best to book/purchase tickets at least 14 days in advance and must purchase non-refundable, non-flexible, economy/coach class tickets to save costs. Upgrades are only permitted if paid by the employee or if it is

complimentary, or if explicitly permitted by this policy. Having selected the mode of transportation as below, you must seek the lowest logical fare for the most direct route.

All domestic and simple international reservations must be confirmed through an online booking website. Multi-city domestic arrangements and complicated international travel may be confirmed directly with a travel agent.

### ***3.04 Travel Memberships & Frequent Flyer Programs***

You may only participate in memberships or frequent traveler programs if your selected travel provider(s) offer such a service. Your participation in such programs must not influence the planning of your journey, but in the case where it is available on the selected option, employees are allowed to retain all credits/miles/points earned through normal business travel.

Employees can use frequent traveler credits/miles/points for company business if they wish, however, the company will not reimburse these in any form.

### ***3.05 Mode of Travel***

For most journeys, multiple factors are present in determining the choice of means of transportation. You and your manager should consider the following factors when making an informed decision.

You must first consider the following priority order:

1. Rail (most preferable)
2. Shared ground transport (coach/bus, shared taxi)
3. Private ground transport (taxi, car rental, use of own vehicle)
4. Air (least preferable)

You should explore travel options in that order, only moving to the next option if any of the following conditions are true:

- No such option exists for the journey in question
  - e.g. there is no rail/ground link between London and San Francisco
- This mode of travel, or the duration of time spent traveling via such means, is regarded as unsafe or excessively uncomfortable at that location
  - For example, buses/coaches are considered to be uncomfortable or unsafe in certain countries/regions.

- The journey is over 6 hours, and the following option reduces the journey time by 2× (or more)
  - We have a duty to protect company time, so you may (e.g.) opt for flying in cases where the travel time is significantly reduced.
  - Even if there is the opportunity for significant time savings, you are encouraged to consider the possibility of working while on the train, even if it works out to be a longer journey.
- The cost is considered unreasonably/unexpectedly high, but the following option brings expenses within usual norms
  - The regular pricing of the mode of transport can be considered against the distance traveled. If disproportionately high, move onto other options.

In summary, we prefer rail and ground transportation to favor low-emissions, even if they are not the cheapest options. However, we also consider efficient use of company time, comfort, safety, and protecting ourselves from unreasonably high expenditure. You should explore all these options and considerations and discuss with your manager to make the final decision.

The use of private aircraft for business purposes is not allowed under any circumstances.

### ***3.06 Notes on Private Ground Transportation & Car Rental***

For cases where private ground transportation is the lowest emissions & most cost effective option available, employees may rent a car or use their own vehicle.

The class of car rented should be appropriate to the business need. A midsize/intermediate vehicle must be the vehicle class reserved unless a valid business requirement dictates renting a larger vehicle and prior approval is received from your manager. Convertibles, luxury, or premium vehicles are prohibited.

At the time of rental, the car should be inspected and any damage found should be noted on the contract before the vehicle is accepted.

Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

Should a rental car accident occur, employees must immediately contact:

- The rental car company. **Note:** Rental car companies usually supply proof of insurance and accident reporting procedures in the car's glove compartment
- Local authorities, as required
- Employee's manager

For rental cars & use of own vehicle, an approximation of incidental costs (fuel, parking fees, tolls, and others) should be presented to your manager before any bookings are made.

*See rental car travel insurance requirements below.*

### **3.07 Additional Travel Charges**

Miscellaneous charges for additional services such as, but not limited to, traveling as a standby passenger, premium seats (exit row) or seat upgrades, early bird check-in, and additional or overweight luggage fees are not typically considered business expenses.

Internet connectivity (e.g. in-flight WiFi, 12 hour local data SIM) is reimbursable if you will be carrying out your work responsibilities while you travel.

An upgrade to Economy Plus class or equivalent enhanced comfort provision is acceptable under the following circumstances:

- Journeys with 6 hours or more of actual travel time per leg (must be on the vehicle for a continuous 6 hours or more).
- "Red-eye" (overnight) flights or sleeper services with business meetings the following day.
- If written pre-approval has been obtained from a member of the Leadership Team or their designated approver.
- The travel provider offers an Economy Plus class promotional seat for a coach class fare and the lowest logical fare is confirmed and ticketed.

Employees may volunteer for denied boarding compensation if it does not interfere with company business and provided it does not cause incremental costs to the company, such as hotel and car rental expenses.

Should a delay necessitate an overnight stay, the employee must first attempt to secure complimentary lodging from the travel provider.

### **3.08 Local Travel**

While at your destination, or for short distance business travel within your local area, you are expected to follow the above principles of minimising travel emissions while also considering use of company time, cost, safety and comfort. Groups traveling together must share transportation.

1. Local Rail services (including metro, tram & light rail systems) are the preferred form of local travel, where available.
2. Bus travel may be used in the absence of appropriate rail link
3. Taxi/shuttle or equivalent may only be used in absence of appropriate shared public transport options
4. Car rental (or use of your own vehicle) may be considered if total cost would work out lower than other options.